Instructions / Application for Reinstatement to Student Status

An F-1 student who has overstayed his or her authorized period of stay or has otherwise failed to maintain F-1 student status may be reinstated to lawful F-1 status, at the discretion of the U.S. Citizenship and Immigration Services, only if the student:

1. Is currently pursuing, or intends to pursue, a full course of study at a school which issues the student a Form I-20;
2. Has not been employed without authorization;
3. Establishes that his or her failure to maintain student status was due to circumstances beyond his or her control or that failure to receive reinstatement would result in "extreme hardship";
4. Is not deportable on any ground other than overstaying or failing to maintain status;
5. Has not been out of status for more than five (5) months;
6. Is not a multiple (repeat) offender.

When you can show clearly that the violation of the rules happened for reasons beyond your control or that the violation was merely technical and not serious, the USCIS is likely to forgive your violation and return you to status. You can also be reinstated if you can show that failure to regain status would result in serious hardship for you. Regardless of the story you tell, you should include a discussion of the hardship to you if you are not reinstated.

Write a story on pages three and four to explain what happened and why it was not your fault. You may want to say that you think your nonimmigrant student adviser is wrong and that you did not break a rule, but be careful, because you do not know the rules as well as the adviser. If you did not know that you were breaking any rule, you should say so, but do not expect to be returned to status for that reason alone. Most of the rules were written on page two of your original I-20 and you were supposed to read them.

General, USCIS will not approve a reinstatement for a student who has been out of status for more than five months. Many students in this institution still want to try for reinstatement anyway. If you have been out of status for more than five months and want to apply for reinstatement please make sure you explain the reason for your delay in filing in an appropriate timeframe and try to document that the delay was caused by circumstances beyond your control. You will also have to pay the $200 SEVIS fee prior to applying for reinstatement. Instructions on how to do this follow on the next page.

Be careful and think when you write. A USCIS officer will read what you write and decide whether to accept your story. Do not leave out any important facts and be sure to talk about the violation mentioned at the top of page three. If you have always been a full-time student, this is an important fact in your favor, so do not forget to say so. If you expect to be reinstated, you must also promise to be full-time in the future.

If you have worked off-campus without authorization, you cannot be reinstated, unless the work was pursuant to a scholarship, fellowship, or assistantship. If you worked on-campus without authorization, or worked more than 20 hours a week when school was in session, reinstatement is possible, though you must show that the violation was not deliberate or not your fault, and that it will not happen again. If you have not worked without authorization you MUST say so in your story.

Evidence can be very important in helping you to get reinstated. If you can think of any kind of evidence from an independent source, such as a letter from home, newspaper clippings about conditions at home, your transcript, or anything else related to your story, attach it to the papers you return to us.

A new Form I-20 must be sent with your request. You will need to provide us with new evidence of financial ability for the remainder of your program. If you are not sure about this, please ask us.
After you finish your story, be sure to sign it. Then complete the attached Form I-539. You must answer ALL questions on both sides of the form. If there is a question you do not understand, be sure to ask us about it. DO NOT LEAVE IT BLANK. Be sure to sign the form in Item 5, on the back. Do not write in Part 6.

If we feel, after reading your story, that you will have no chance of success, we may advise you NOT to apply for reinstatement, but to effect new status through travel outside the United States and return.

After we mail your request, you may wait for several months for an answer. The answer will be sent to you directly. You must inform UI&U immediately upon receiving your answer from the USCIS.

All your privileges and benefits as an F-1 student will be suspended at this school and any other school to which you might transfer until you are reinstated. It is unlawful for a foreign student adviser who believes that you have violated status to allow you to start work on-campus or engage in practical training. If necessary, we will issue you a Form I-20 for travel outside the United States before you receive an answer from USCIS. You should continue to attend classes (full-time).

You will need to make an appointment with the Designated School Official at UI&U campus you are attending and bring the following documents:

- A completed Form I-539 (attached);
- Form I-20 A/B (will be prepared by UI&U at the time of appointment);
- Proof of financial support for the amount of time needed to complete the program of study;
- A check or money order for $300.00 made out to U.S. Citizenship and Immigration Services (USCIS);
- Statement of violation (pages 3 and 4) of this handout;
- Any documentation supporting your statement;
- Original I-94 card (and I-94 card of each F-2 dependent) and
- Copy of valid passport.
- Proof that you paid the $200 SEVIS fee if you have been out of status for more than 5 months. Instructions on how to pay the SEVIS fee follows.

**SEVIS FEE INFORMATION**

If you have been out of status for more than five months you must pay a $200 SEVIS fee to the U.S. Department of Homeland Security (DHS) prior to applying for your reinstatement. There are two ways you can pay the SEVIS fee, by credit card over the internet or check or money order. Please read these instructions fully before attempting to pay the fee.

To pay the SEVIS fee you will need to know your SEVIS ID Number. If you live in Cincinnati and will be meeting with a UI&U staff member to process your reinstatement, we recommend that you use payment option #2. Bring a credit card to your appointment and we will complete the I-901 together. If you are not in Cincinnati and will be processing your Reinstatement by mail, or can’t pay the fee by credit card, please let us know and we will provide you with your SEVIS number so you can pay the fee. You will need to forward your SEVIS fee receipt to us with your other reinstatement materials.

**OPTION #1: PAYMENT BY CREDIT CARD**

DHS has set up a website on the Internet to accept electronic submission of Form I-901 and payment of the SEVIS fee using a credit card. Go to [www.fmjfee.com](http://www.fmjfee.com). **We strongly recommend that you use this option if possible.** Follow the on-line instructions. Print out the payment screen to verify your payment.
OPTION #2: PAYMENT BY CHECK OR MONEY ORDER

When paying by check or money order there are two options:

a. Internet-generated coupon. Students can go to the fee payment Web site (http://www.fmjfee.com), enter basic information, print out a coupon, and then mail a check or money order with the coupon to a lock-box address in Missouri. Once the information and fee are processed, SEVIS would then be updated with the fee payment information.

b. Paper option. Students can download or otherwise obtain Form I-901, fill it in, and mail it, with a check or money order, to the specified address in Missouri. Once the information and fee are processed, SEVIS would then be updated with the fee payment information.

In both cases, a receipt notice will be issued when the fee is processed. The mailing addresses for paying by check or money order using the coupon or the paper Form I-901 are:

P.O. Box Address:
I-901 Student/Exchange Visitor Processing Fee
P.O. Box 970020
St. Louis, MO  63197-0020

Street Address for Courier/Express Delivery:
I-901 Student/Exchange Visitor Processing Fee
1005 Convention Plaza
St. Louis, MO  63101

Check Specifics:

All checks and money orders must be:

- Payable to the “I-901 Student/Exchange Visitor Processing Fee”.
- Only checks and money orders may be used when paying by mail.
- The check or money order must be made in U.S. dollars and drawn on a bank located in the United States.

Payment of the SEVIS fee is not limited to you the student. DHS will accept fee payment from a third party individual or institution, either in the United States or abroad, using either option one or two above.
UNION INSTITUTE & UNIVERSITY
FINDS:

____________________________________________________________________

(Name of Student)

TO HAVE VIOLATED F-1 STATUS FOR THE FOLLOWING REASON OR REASONS:

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(Designated School Official)

REQUEST FOR REINSTATEMENT TO STUDENT STATUS

To U.S. Citizenship and Immigration Services:

I BELIEVE THAT I SHOULD BE REINSTATED TO STUDENT STATUS BECAUSE _______

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TURN THIS PAGE OVER AND COMPLETE
I earnestly hope that my request will be granted. If it is not, I hereby ask that I be granted a date for voluntary departure.

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(Signature of Student)

______/______/______
Month     Day      Year